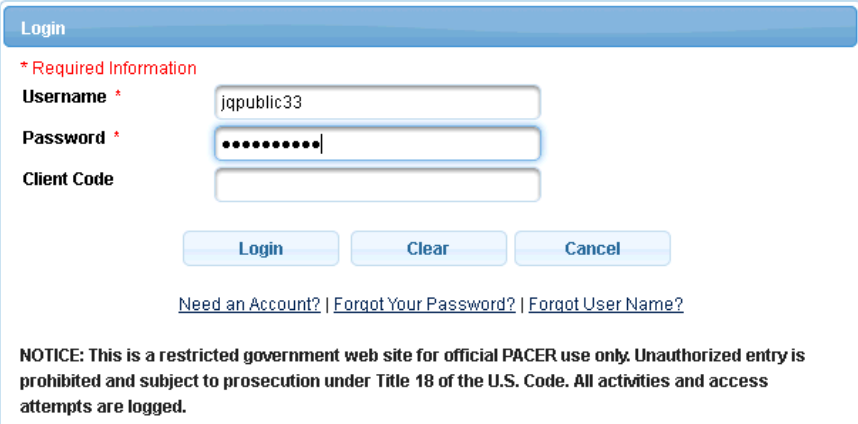
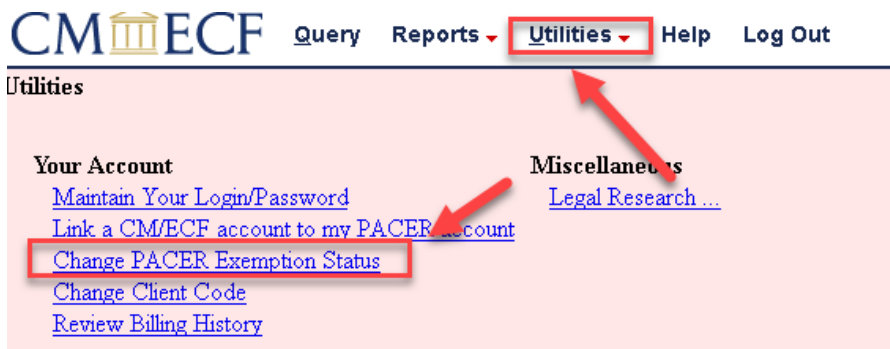
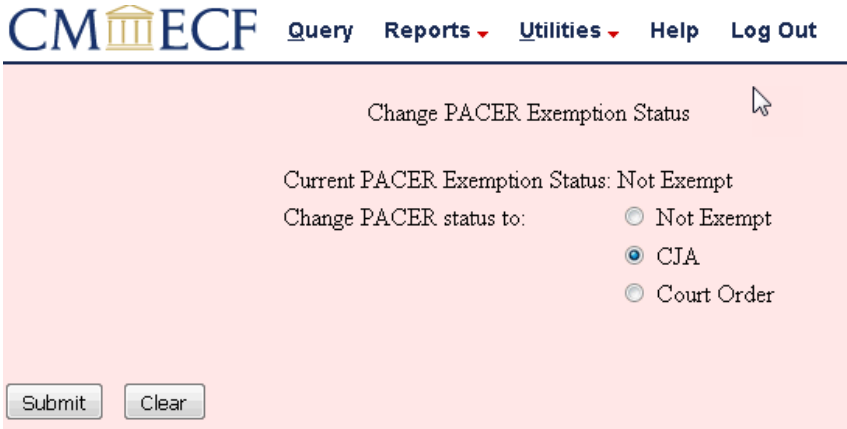
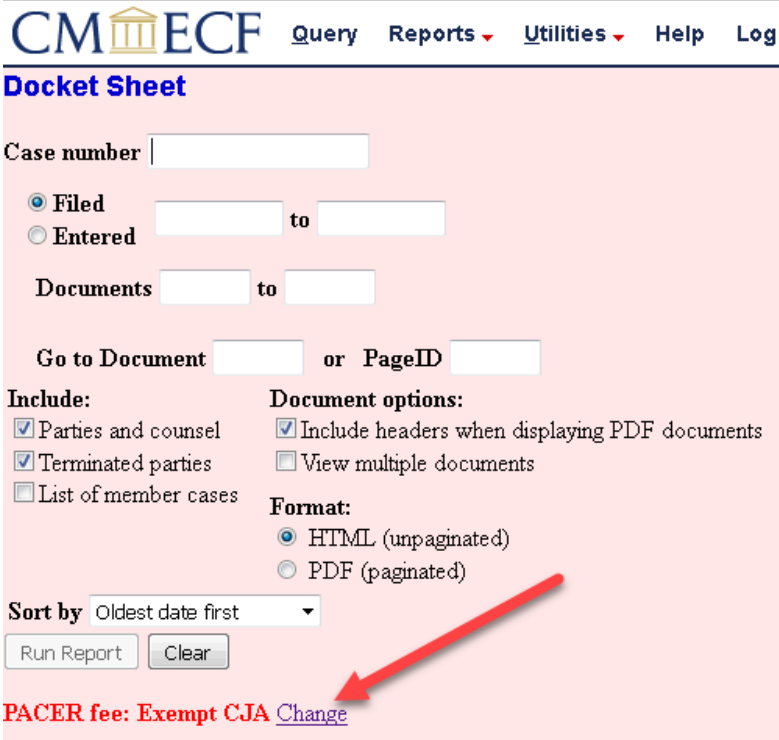


## NextGen Procedure for CJA Panel Members

### Using exempt status after February 1, 2020 (or in any NextGen court)

Once the court converts to NextGen, all attorneys will log in for filing and viewing using PACER. For NextGen access you no longer need to use the x- prefix. Follow the steps below to toggle your exempt status.

| STEP | ACTION  |
|------|---|
| 1    | <p>Log in to the NextGen site using your upgraded PACER account (do not prefix the x-).</p> <p><b>PACER LOGIN</b></p> <p>Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.</p> <div data-bbox="446 640 1299 1060"></div> |
| 2    | <p>When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. In NextGen CM/ECF, Go to <b>Utilities</b> and then <b>Change PACER Exemption Status</b></p> <div data-bbox="414 1281 1299 1627"></div>   |

| STEP | ACTION  |
|------|---|
| 3    | <p>On the Change PACER Exemption Status screen, select <b>CJA</b> and then click <b>Submit</b>.<br/> <b>(NOTE: The exempt setting is good only for this session. The next time you access the system it will default to Not Exempt.)</b></p>  |
| 4    | <p>You will see your current PACER fee status message at the bottom of all Query and Report screens. You can use the <b>Change</b> link to toggle your PACER status between exempt and non-exempt without logging out.</p>                   |

### Support staff access

Your support staff are entitled to an exempt PACER account. Contact PSC by phone at 800-676-6856 or email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) and provide them with the staff person's name, the staff person's PACER username, and the name of the CJA attorney.